Rother Event Grant Criteria and Application Form

Supporting COVID-safe events 2021-22

*Rother District Council (RDC) Cultural Development & Events*

Applications are welcomed from community groups and event promoters looking to stage events within Rother. This funding is to support development of COVID-safe eco-friendly events, supporting our communities, our businesses and our arts sector. For previous applicants, please note our grant criteria has changed this year in light of the pandemic.

This year we will be supporting Rother event promoters through a series of free online training workshops (April to Feb), to become event-ready for 2022-23. Aware of how invaluable quality events are, particularly at this time, we will consider supporting a small number of events this year, those that can meet COVID-secure for Environmental Health/Public Health England.

If you would like to discuss your Rother event proposal prior to submitting your application please contact Cultural Development & Events Officer Donna Hall on [dhall.arts@rother.gov.uk](mailto:dhall.arts@rother.gov.uk).

If your event is on RDC land please contact Lynsey Goodwill, Neighbourhood Services Officer on [lynsey.goodwill@rother.gov.uk](mailto:lynsey.goodwill@rother.gov.uk)

**2021 - 2022 Event Grant Funding guidelines:**

* We are particularly interested to hear how you will create a sustainable eco-friendly event.
* During this pandemic COVID-19 guidelines re events must be abided by for the safety of all engaged. Please read our Appendix re COVID-safe events prior to developing your event and submitting this application form.
* Along with your grant application, you need to email [COVID@rother.gov.uk](mailto:COVID@rother.gov.uk) and present your COVID-safe event plan to the RDC Environmental Health Team. Once they have signed off your event plan we can consider your application. This is for all events, not just those on RDC land.
* In the event of future Government changes or Lockdowns, we encourage you to consider a Plan B (eg change of date and/or move to an online event).
* If any changes are made to your event you will need to inform Environmental Health on [COVID@rother.gov.uk](mailto:COVID@rother.gov.uk) prior to your event taking place.
* The grant award will be made direct to the applicant on receipt of the signed funding agreement.
* Any projects receiving funding will be expected to complete an evaluation.
* Marketing of the event should include the RDC logo (available on request) and the event organisers promotion should include listing on our 1066 Country partner site [www.visit1066country.com](http://www.visit1066country.com)
* All insurances and permissions for the event are the responsibility of the event organiser with evidence in place in advance of the event delivery.

**Please note criteria to meet if the event is taking place on RDC land:**

Your contact for events on RDC Land is Lynsey Goodwill, in Neighbourhood Services on [Lynsey.goodwill@rother.gov.uk](mailto:Lynsey.goodwill@rother.gov.uk)

* If the event is taking place on RDC land you must discuss and request your proposed dates as soon as possible (and at least 90 days prior to the requested event date) with our Neighbourhood Services (NS) Team to avoid disappointment. An initial enquiry form is available on our website, <http://www.rother.gov.uk/eventsbooking> . Once submitted the team will contact you with guidance and requests for further information. This will include requesting copy of your COVID-secure event plan.
* Funding for events on RDC land will only be released once the NS Team and/or the Safety Advisory Group (SAG) have received the completed paperwork and the event has been approved.
* Neighbourhood Services are stipulating that events over 300 attendees on RDC land need to be fenced and ticketed.
* Email Environmental Health on [COVID@rother.gov.uk](mailto:COVID@rother.gov.uk) with your COVID secure plan.
* Please note that under Public Health England guidance, RDC Environmental Health can close down events not abiding by the above conditions. We don’t want this to happen so please liaise with them.

**Grant Application process:**

Upon receipt of your submission and COVID-secure plan approval of your event, grant applications will be considered by Cultural Development - our recommendation will be offered to the local ward Member for final decision.

**Unsuccessful Grant Applications:**

Unsuccessful applicants will be notified and given the reason for having been refused funding.

# Successful Applications:

If your application is successful you will be notified in writing and asked to submit relevant paper work:

* Copy of your COVID-secure event plan – see Appendix A re COVID safe events checklist and COVID secure plan
* Copy of the events most recent budget, we will ask for a detailed budget of the event at the close of the project.
* Copy of all required approval if on RDC land re Safety Advisory Group (SAG)

On receipt of these documents a funding agreement will be issued, detailing conditions of the grant, which you are requested to sign and return. Until this document is returned a funding decision can be revoked.

# Monitoring:

As part of the conditions of the grant the Council will require evaluation forms and images which RDC can use for its own promotion, on completion of the event.

No further applications for concessionary funding will be considered until the previous year’s evaluation is received.

**Thank you for your application**

### Application Form for a Rother Event

**Please sign, scan and return completed forms by email to:**

Donna Hall Cultural Development & Events Officer [dhall.arts@rother.gov.uk](mailto:dhall.arts@rother.gov.uk) and CC Regeneration Assistant Carol Saunders on [carol.saunders@rother.gov.uk](mailto:carol.saunders@rother.gov.uk)

**Please do not post your application to our offices.**

For office use only

|  |  |
| --- | --- |
| Ref No | Date received: |

**Contact Details:**

|  |  |
| --- | --- |
| Organisation name |  |
| Main contact |  |
| Contact address |  |
| Telephone contact |  |
| Mobile number |  |
| Email address |  |

**Event Details:**

|  |  |  |
| --- | --- | --- |
| Project dates |  |  |
| Project name |  | |
| Where in Rother will the event take place? |  | |
| Event website |  | |

|  |  |
| --- | --- |
| **No of people involved:** | **Estimated Number:** |
| Artists / performers |  |
| Participants (excluding performers) |  |
| Expected audience numbers |  |
| Expected volunteer numbers |  |

|  |
| --- |
| **Details of event;** |

|  |  |
| --- | --- |
| Has the event received RDC events funding in current or previous years?  If yes, please detail: |  |
| Has the organisation applied for any other RDC funding? |  |
| If yes, please specify: |  |
| Have you made any other external funding applications or secured any sponsorship? |  |
| If yes, please specify: |  |
| Please detail how you will create a Green eco-friendly event: |  |
| Have you submitted your COVID-safe event plan to RDC Environmental Health ([COVID@rother.gov.uk](mailto:COVID@rother.gov.uk)) ?  If yes, please offer date submitted.  *Please note, your grant application will only be considered if Environmental Health certify your event as COVID-secure* |  |

# Project Budget Summary (please note we require a full project budget

# breakdown at the completion of the project)

|  |  |
| --- | --- |
| Expenditure |  |
| Total expected project expenditure (cash only) |  |
| Expected in kind expenditure |  |
| Expected in kind expenditure from RDC (use of land, services where fees have been waived) |  |
| Total project expenditure |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Income | Expected | Confirmed | **£** |
| Earned Income |  |  |  |
| Private Income |  |  |  |
| Public Funding (e.g. grants from ESCC or Arts Council) |  |  |  |
| In Kind (this should total the 2 expenditure lines) |  |  |  |
| RDC Rother Events grant being applied for (this application) |  |  |  |
| Total project income |  |  |  |

**Please note income and expenditure lines should be equal.**

**Declaration**

I confirm that, as far as I know, the information in this application is true and correct.

Your signature

Name (in Capitals) Date